

Kalkaska County Board of Commissioners
Committee Meeting Minutes
June 1, 2016
(UNAPPROVED)

Committee Meetings are held in the Commissioner Chambers, Administration Building, 605 N Birch St, Kalkaska, MI

DPW/PUBLIC WORKS: 11:00 AM

Meeting called to order by Committee member Commissioner Buchanan at 11:00 AM. Present Commissioners Michael Buchanan, Stuart McKinnon, Patty Cox and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Appointments:

Recycle Manger Josh Hoppe: Hoppe addressed Committee with June Report (Copy filed with Clerk), noting status of Recycle Center projects including reminder of upcoming Tire Cleanup in July. Discussing regarding hours of access and assistance at Recycle Center. Discussion regarding forms for contractual services with vendors for Recycle Center, Hoppe to review generic form with counsel.

Soil Conservation, Mark Randolph: Randolph noted June Report (Copy filed with Clerk), addressing status of county forest parcel salvage, Civic Center grant request (noted county investment for installation of natural gas lines would save approx \$5,000.00 per year), computer needs and contract review for 5 year plan. Discussion.

Garden Club (Jeanette Brower) members: addressed Committee noting their assistance with the gardens along the Kart Trail, requesting assistance with watering/irrigation access. Brower noted a number of organizations assist but water is needed. Discussion regarding a quote of \$43,000 to install irrigation lines, Bole checking for less costly installation and to make a 2016 project. Discussion, including upgrading the Horse Arena well. **Consensus to Motion to authorize installation of irrigation line for county property along Kart Trail, not to exceed \$3,000.00 (review from general maintenance, building improvement or lawn care).** Discussion regarding Parks and Recreation Committee 7 member appointments; McKinnon reviewing, consensus to re-advertise for vacancies. (5 at large plus 2)

Log Lake Caretaker Kelly Ramsey: Ramsey reported Park was very busy Memorial Day weekend with bathroom and shower issues pending continued repair. Discussion. Consensus for Ramsey to prepare an inventory of needs, continue with numbered receipts, weekly deposits with County Treasurer, regular check of Disc Golf facilities.

Solid Waste Representative Gerald McKee: McKee addressed Committee regarding the Solid Waste Planning Committee draft. Discussion. McKee to continue communications with potential members. McKee also noted requests for expanded hours at Recycle Center to better serve the public. Discussion, to review at Recycle Committee. Discussion regarding request for Community Service workers.

COA Director Julia Rzepecki: Rzepecki addressed committee on status on remodeling project and site visits to other counties. Rzepecki noted review of building project with Village due to structure changes and zoning/set-backs.

DPW Supervisor Mayor Bole: Bole noted status of COA building projects, Bole to obtain set-back information. Bole noted new mower purchase, preparation for auction and discussion

regarding IT office space and re-organization of Equalization space. (New Empiric employee introduced to Committee) **Consensus to Motion to utilize a portion of Equalization office space for IT office.** Discussion regarding status of office restructuring at the Annex, upgrade of entrances to Admin office, repair of foundations at Admin and Court buildings, IT office in Admin Building, shower repairs at Log Lake, Building Maintenance funds, capital outlay and building improvement funds for 2017 and progress with individual building expenses. Discussion regarding preparing a Parks and Recreation budget; need for 2nd truck for DPW. Bole noted the need for replacement of heating/cooling system at Jail. **Consensus to Motion for DPW to move forward with replacing furnace at Jail not to exceed \$12,600, from heating/cooling line item.** Discussion regarding county tractor repairs.

Motion by Buchanan to adjourn at 12:38 PM. Supported by Cox.

COUNTY AFFAIRS/IT: 1:00 PM

Meeting called to order at 1:00 PM by Committee Chair Kohn Fisher. Present Commissioners Kohn Fisher, Patty Cox, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. Pledge of Allegiance by all.

Appointments:

IT Committee: Sheriff Whiteford reported on status of security camera/server installation, need for county website revision noting proposals should be requested in addition to the Revision proposal (Discussion regarding IT list of needs reported for the past few years including website and limited funding). Discussion regarding power/generator backup, to review with 5 year plan.

Sheriff Pat Whiteford: Whiteford reported on status of County Auction 6-11-2016. Discussion, consensus for **Clerk to email all Departments to advise them to take a look at auction items at Civic Center on 6-10-2016 to see if needed for other county offices before auction on 6-11-2016.** Whiteford reported on status of Animal Control proposals, recommended review for 2017 with local entity and to make necessary repairs with donation account at this time.

Clerk Deb Hill: Hill noted MMRMA (County liability insurance renewal) agreement needs to be authorized for the Clerk to sign. **Consensus to Motion to approve the MMRMA renewal agreement due July 2016.** (Clerk to verify new Recycle Center is included in agreement.)

COA Public IT Policy: Discussion, noted review by counsel, **consensus to Motion to approve the Commissioner on Aging Public IT Policy as proposed.**

Discussion regarding status of AT&T bill pending review; complaint from individual regarding complaint of junk ordinance violation (consensus to send to Zoning Department).

Discussion regarding news releases and need for communication to the public.

Discussion regarding the pending POAM contract for signature.

Meeting adjourned at 2:14 PM.

PERSONNEL: 3:00 PM

Meeting called to order at 3:00 PM by Committee Chair Cox. Present Commissioner Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Appointments:

COA Director Julia Rzepecki: Rzepecki noted In-Home Health care worker vacancy and discussion regarding policy for BOC resolutions for vacancies. Consensus that Policy indicates that if it is a 'same' vacancy previously approved and in the same budget year, the Department Head may fill without Resolution. Rzepecki noted one application for the Site Manager vacancy at the COA in South Boardman, consensus Board to Motion for applicant placement as recommended by COA for South Boardman Site Manager. Rzepecki noted request for a project manager for the building upgrade. Discussion, consensus of Committee that the COA Advisory Board should be the oversight/project manager. Discussion regarding temporary help. Rzepecki noted her submission of her resignation as Director, noting she would stay on until position filled. **Consensus to Motion to accept Julia Rzepecki's resignation as COA Director; consensus to Motion for Rzepecki to post internally for the Director position; consensus to Motion to approve Resolution 2016-30 to lift the hiring freeze to fill the Commission on Aging Director vacancy.**

Sheriff Pat Whiteford: Whiteford addressed Committee requesting the Board approve the 1.5% increase for the Elected Officials (as was approved for other county employees), with continued review of the wages with comparable counties as previously reviewed by the Board in 2012.

Recess at 3:30 PM (for Public Hearing). Reconvene at 3:41 PM.

Whiteford requested review of cadet wages with Teamster wages. Discussion, consensus to review with all non-union employee wages and policy.

Prosecutor Mike Perreault: Perreault addressed Committee regarding vacancy of Assistant Prosecutor position. Perreault noted Chief Assistance was demoted and Assistance was promoted, leaving the Assistant vacancy. Discussion. **Consensus to Motion to approve Resolution 2019-29 to lift the hiring freeze to fill the Assistance Prosecutor vacancy.** Committee requested Prosecutor to review office space, noting needed in Administration Building, discussion.

Committee Chair Cox noted following review of counsel communication from 5-31-2016, consensus to move forward with counsel's recommendations and direct the County Clerk to follow the advice of counsel as noted in the communication.

Meeting adjourned at 3:57 PM.

FINANCE COMMITTEE MEETING OF THE WHOLE: 4:00 PM

Meeting called to order by Committee Chair Hart at 4:00 PM. Present Commissioners Michael Buchanan, Patty Cox, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Absent Commissioner Craig Crambell.

Public Input: None

Appointments:

Accountant Corinna Hervey: Hervey addressed Committee noting the status of the County audit, expectations of finishing the week of 6-6-16. Hervey requested authorization for Clerk and Treasurer to sign documents necessary for audit submission by 6-30-2016. Hervey reviewed: over-budget report; noted AT&T payment expenditure moved to 2015 budget; request will soon be going to Department Heads for 2017 Budget information. Discussion regarding status of Equalization reports, L4028 completed and sent to State. Hervey will utilize BS&A to submit budget requests; Board noted 2017 funding expected to be consistent with 2016. Budget Amendments 2016-0029 through 2016-0031 reviewed, **consensus to Motion to approve Budget Amendments 2016-0029, 0030 & 0031.**

Sheriff Pat Whiteford: Whiteford noted request for Budget Amendments as reviewed by Hervey.

Kalkaska County Library Board, Lynette Cervone: Cervone addressed Committee noting concern why property tax revenue has not yet showed up on the 2016 budget reports from Treasurer. Accountant Hervey addressed Committee noting the current tax money collected is deferred until the following year budget (2015 tax roll goes with 2016 budget) and the year-end adjustments have not yet been reversed due to audit in process. Hervey also noted the issue of the "due to due from" account on the Library balance sheet for months unchanged as a result of posting payroll through that account during 2014 and some of 2015, noting that the account will not be used any longer but needed to be resolved. Cervone advised Committee of Library meeting June 14 at 6:00 PM.

Kaliseum Director Alan James: James addressed Committee noting upcoming events, repairs and termination of one employee.

Committee Chair Hart called for review and approval of monthly bills. Discussion, noted two billings for committee member request for meeting preparation and attendance at BOC Committee meeting. Discussion, consensus no reimbursement for meeting preparation or attendance at other than appointed committee. **Consensus to Motion to pay monthly bills as presented with exception of two committee requests as discussed.**

Chair McKinnon noted communication from the Interim Equalization Director indicates he would not be able to continue his agreement with Kalkaska County; however, noted two other individuals are interested. Discussion. Consensus Clerk to advertise for Equalization Director and Appraiser. Consensus of Committee to continue review of Equalization coverage.

Clerk Hill requested approval of \$50.00 cash drawer for Equalization Department. Clerk noted no documentation of approved cash drawer or petty cash for Equalization Department, noting recent review for receipting and deposits. **Consensus to Motion to authorize \$50.00 for cash drawer for Equalization Department.**

Public Input: None

Motion to adjourn by Fisher at 4:51 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. Carried.

HEALTH AND WELFARE: 5:00 PM

Meeting called to order by Committee Chair Stein at 5:03 PM. Present Commissioners Kevin Stein, Michael Buchanan, Patty Cox and County Clerk Deborah Hill.

Appointments:

COA Director Julia Rzepecki: Rzepecki addressed Committee with request for approval of COA Public IT Policy, noting counsel had reviewed, and the proposed changes on page 6 and 7 of COA By-Laws. **Consensus to Motion to approve Commissioner on Aging Public IT Policy as presented. Consensus to Motion to approve proposed changes of Commission on Aging By-Laws pages 6 and 7.** Rzepecki noted: review audit of routes as discussed at COA Advisory Board, advising potential time/costs savings; status of Loan Closet with over stock items sent to county auction; noted continued review/meetings regarding building project, with Village of Kalkaska and site visits; review of 5 year plan, looking at assistance to review data; noted request for 'Friendly Visitor' position vacant for 2 years, to continue review at Advisory Board pending budget and necessity, look at volunteer positions. Rzepecki noted her resignation (that she is willing to stay on until the replacement is determined) and request to proceed with internal posting; Cox noted consensus at Personnel was action to accept resignation and proceed with posting.

COA Advisory Board Chair Richard Otto: Mr. Otto addressed Committee noting concern that he was not aware he was to be at the Health and Welfare Committee meeting and referenced his proper name. (Committee noted BOC had requested the COA Advisory Board Chair's attendance at Health and Welfare meetings formally in April). Mr. Otto noted he was not aware of the 5 year plan requested by the BOC. Discussion.

Chair Stein advised Mr. Otto the necessity to provide a report and supporting documentation to the Health and Welfare Committee for review by the July 6th BOC committee meetings in order to support the second millage request, for review/approval by the BOC before the filing deadline. Discussion including \$800,000 fund balance available and concern if second millage is not approved. Mr. Otto noted he would have documentation for July meeting.

Copy of COA Advisory Board May minutes filed with Clerk and BOC.

Meeting adjourned at 5:49 PM.

JUDICIARY AND PUBLIC SAFETY: 6:00 PM

Meeting called to order at 6:05 PM by Committee Chair Buchanan. Present Commissioners Michael Buchanan, Kevin Stein, Kohn Fisher and County Clerk Deborah Hill. Absent Commissioner Al Hart.

Appointments:

Emergency Services Director, Mike Thompson: Thompson addressed Committee noting status of Hazard Mitigation Plan with request for approval at 6-8-2016 meeting, then to be disbursed to necessary entities. Thompson reviewed necessity for preparation for emergency services and backup plans for community needs.

Meeting adjourned at 6:26 PM.

Respectfully submitted:

Deborah Hill, Kaskaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kaskaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.